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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

FROM : Chief, Intelligence Training Division

SUBJECT: Weekly Report

DATE: 1 July 1953

Submitted herewith is the report for the week ending 2 July:

1. Arrangements have been made to use the auditorium in the R&S Building for the first two weeks of BIC #11, which starts on 6 July. For the third and subsequent weeks the class will meet in Wing "A" of Alcott Hall. [redacted] will be the course supervisor for BIC #11.

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2. BIC #10 will complete its training period on 10 July. Lt. Col. Martin and Mr. Neilson of G-2 gave a presentation on "Soviet Military Capabilities" during the past week.

3. [redacted] on Wednesday to discuss the preparation of some training aids which we hope to have ready for BIC #12.

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4. The size of the recent classes has increased our requirements for various types of instructional aids. Our requirements for reproduction service, such as ditto and photostat have also increased, and we are finding some difficulty in getting the service needed. The problem seems to be chiefly one of adequate staff to do work of this kind.

5. The completion of the work on the air conditioning of Alcott Hall would contribute greatly to the efficiency of our operations. This work has proceeded in brief spurts since last winter. With classes of our present size, outside noises interrupt speakers many times during the course of a lecture, and the security hazard prevents us from taking advantage of amplifying equipment. Wing "B" has been available for work since 12 June, but the only men appearing have been plumbers examining the radiator valves. Wing "A" will be unoccupied from 11 July to 25 July, and advantage should be taken at this time to complete the installations there.

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6. The Reading Improvement Branch currently has 91 students enrolled. Three Agency classes will complete training this week. New classes are scheduled for 13 July.

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7. I will be on leave from 2 July until 13 July. I have asked to be in general charge of the division during my absence and to attend the staff meeting next week.

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OTR/HMS:afp

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